



VANTAGE HUMAN RESOURCE SERVICES, INC.
Service Area 4 -- Counseling Support for Performance Development

Since 1974, Vantage has provided high-quality, cost-effective counseling, assessment, training, job development, career center, and personnel services to improve the performance of public and private sector organizations. We design, adapt, and implement programs that meet the requirements and resources of each client, as demonstrated by our nomination in 1995 by the U.S. Department of the Treasury for "Small Business of the Year" award. We are a woman- and minority-owned business and a graduate of the Small Business Administration's 8(a) program. We maintain permanent corporate operations in Arlington, Virginia, and Denver, Colorado.

Our track record of designing and delivering high-quality employee and organizational development services over the past 18 years for 40 federal agencies has earned us a reputation for performance excellence in the Federal Government. Through this experience we understand government change issues and how transitions profoundly affect employees and organizations. Dun & Bradstreet's recent **Past Performance Evaluation** of our federal clients shows that we attained the highest rating, "Exceeds Expectations," in all categories, including timeliness, problem responsiveness, quality of purchased product or service, total cost, technical support, and attitude of personnel.

Vantage's corporate capabilities include:

- Career and Performance Development
- Career Transition and Job Search
- Individual/Group Counseling and Assessment
- On-site Career Centers
- Coaching and Facilitation
- Mentoring for Career Development
- Career Viability for Clerical and Administrative Staff
- Leadership and Management Development
- Team Development and Facilitation
- Transition Management
- Training and Learning Needs Assessment
- Staffing Needs Assessment
- Workforce Planning
- Recruitment Services

Specifically, Vantage's comprehensive career and performance development services are built on concepts of individual career advancement, empowerment, retraining, and transition to other assignments, different organizations, or retirement. We emphasize techniques for coping with change, being part of a learning organization, identifying career opportunities, and maximizing competencies to meet current and future organizational requirements. As a result of our capabilities and experience in career and performance development, we have successfully counseled and trained thousands of federal employees, supervisors, and managers to:

- Assess, measure, and enhance their current skills, interests, values, preferences, and career needs using a variety of instruments;
- Develop new skills and knowledge;
- Set goals and make decisions;
- Identify opportunities for training and development;
- Prepare and implement development plans with strategies to improve skills and maximize competencies; and
- Align performance development with organizational mission and objectives.

Vantage is experienced in facilitating career transition and job search resulting from organizational change including reorganization, downsizing, redeployment, relocation, and RIF. We have designed and implemented career transition and job search counseling services focusing on planning and conducting a job search in all market sectors; getting organized and overcoming procrastination; managing stress; developing effective job search skills, including interviewing and networking techniques; preparing effective resumes, SF-171s, OF-612s, KSAs, cover letters, and other job search materials; and identifying and pursuing job leads and potential employers. Our counselors' proactive approach supports, motivates, and empowers employees, managers, and executives to adjust to and manage change, take action, and evaluate progress.

Our current and potential staff are available to support IRS performance development efforts nationwide, including California, Colorado, Georgia, Illinois, Massachusetts, Missouri, New York, Pennsylvania, Texas, Utah, and Washington, as well as Washington, D.C. We do not anticipate using subcontractors on this project. Vantage staff counselors, trainers, psychologists, specialists, and managers offer expertise in designing, developing, implementing, evaluating, and coordinating programs involving individual and group counseling, assessment, training, and consultation to enhance the performance of federal organizations. Our Performance Development Counselors, in particular, are experienced in career counseling, assessment, training, and the management of career center services. All have administered and interpreted multiple assessment instruments, identified and coordinated educational and training resources, assisted employees in preparing development plans, and delivered training workshops and seminars.

Vantage offers project staff experienced in coordinating comprehensive services and administrative support in career centers for federal clients. We have set up and staffed, in 20 days, fully operational job resource centers simultaneously at client sites in Denver, Reno, Minneapolis, Salt Lake City, Albany, OR, Spokane, and Washington, D.C. Our proactive approach to all contract activities ensures the best value for our client's dollar. We also provide strong technical guidance, follow up, direction and quality control through our close supervision and interaction with assigned staff at all sites.

In addition to the Internal Revenue Service, where we previously provided career counseling, training, management consultation, and team building training through the Headquarters Career Development Center (1992-1995), our federal clients currently include the U.S. Department of Labor; U.S. Information Agency; Health Resources and Services Administration and National Institutes of Health, U.S. Department of Health and Human Services; U.S. Nuclear Regulatory Commission; U.S. Coast Guard; National Park Service and Office of Surface Mining, U.S. Department of the Interior; and Food Safety and Inspection Service, U.S. Department of Agriculture.

